

# Student Accessibility Services Student Guide to SAS Appointment Booking




**CERRITOS  
COLLEGE**

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## Submit Appointment Request

To get started, click on the Student SAS Portal on the SAS website at [www.cerritos.edu/sas/](http://www.cerritos.edu/sas/) and click the “SAS Student Portal” link posted on the page.




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# STUDENT ACCESSIBILITY SERVICES


- Home
- Info for Students +
- Info for Faculty +
- SAS Staff
- Program Review
- Student Learning Outcomes
- Requests for Additional Services, Concerns, or Complaints 
- Other +

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 > [Student Services](#)

## STUDENT ACCESSIBILITY SERVICES (SAS)


Students with limitations due to a disability may receive support services and i Accessibility Services (SAS). Those students with physical, visual, hearing, speech and intellectual disabilities as well as other health conditions, acquired brain ir served.

 **SAS OFFICE UPDATE:**


The Student Accessibility Services office has re-opened for in-person services in addition to phone and Zoom offerings. All in-person services will be provided on an appointment basis only. Please see the left column for our office location and current hours of operation. You may continue to reach us by phone or email as follows or click one of the yellow buttons below for more information:

PHONE: (562) 860-2451 ext. 2335

VP: (562) 274-7164

EMAIL: [sasappt@cerritos.edu](mailto:sasappt@cerritos.edu) 

[APPLY TO SAS](#)

[SAS STUDENT PORTAL](#)


Enter your information in the Campus Portal and click “Login”.


## CERRITOS CAMPUS PORTAL

**Students**  
If you are student signing in for the first time, your default password is your 8-digit DOB using this format:  
MMDDYYYY  
Our website has information on how to reset a forgotten password.


**Username / Student ID**

**Password**

 [Login](#) [Set Password](#) [User Self-Service](#)



Then click “Schedule an appointment”.





# STUDENT ACCESSIBILITY SERVICES


[Main menu](#) [TEST : log out](#)


## Welcome to Student Accessibility Services (SAS) Website


Please select an option from the menu below:


 [My calendar](#)

 [Schedule an appointment](#)

 [SAS New Student Application](#)

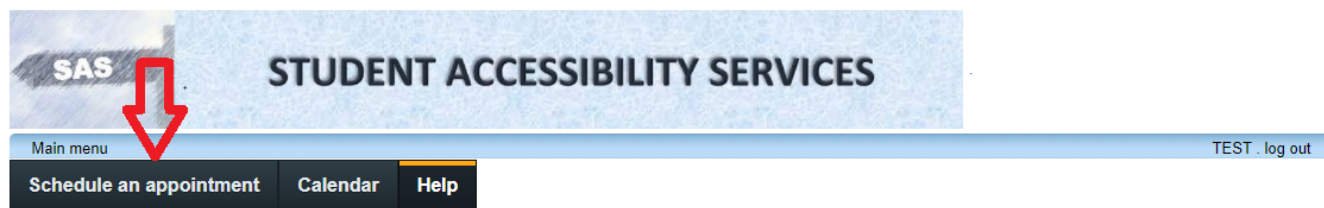
 [Send Accommodations to Instructor](#)

 [Schedule a test or exam](#)



SAS Online Student Services  
PHONE: (562) 860-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: [sasapply@cerritos.edu](mailto:sasapply@cerritos.edu)

This will bring you to the appointment booking homepage. Links to available guides and other important information are posted here. Please read all the posted materials and click “Schedule an appointment” in the available menu.



## View an Appointment

Welcome to the appointment viewing website. You can use this website to:

- Schedule in person, via telephone or via Zoom appointment(s)
- Check your upcoming scheduled appointment(s)
- Cancel appointment(s) (must be 24 hours in advance of appt. date and time)

\*Note you may only schedule appointments using this system for:

- 1) Counselor Appointment
- 2) Specialist Appointment
- 3) AT Training Appointment
- 4) DHH Appointment

Please click the "Schedule an appointment" button in the menu in order to get started. You will be asked to login using your Cerritos College ID. You may use this [instructional guide](#) or watch this [instructional video](#) if you have any questions. For any other questions or to schedule any other appointment type please contact our office at (562)860-2451 ext. 2335

This will bring you to your Specialists appointment page. To choose between in person, via zoom, and via phone appointments, click the “show availability for” drop-down menu and click and available item. Please note that you may **only** book appointments with your approved SAS Specialist.



Mar 20 – 26, 2022

	Sun 3/20	Mon 3/21	Tue 3/22	Judi Holmes		Thu 3/24	Fri 3/25	Sat 3/26
				Wed 3/23				
11am								
12pm				12:00 - 1:30 DHH Appt Via Phone	12:00 - 1:00 Counselor Annt Via	12:00 - 1:30 DHH Appt Via Phone	12:00 - 1:00 Counselor Annt Via	
1pm				1:00 - 2:00 Counselor Annt Via	1:00 - 2:00 Counselor Annt Via	1:00 - 2:00 DHH Appt Via Phone	1:00 - 2:00 Counselor Annt Via	
2pm				1:30 - 3:00 DHH Appt Via Phone	1:30 - 3:00 Counselor Annt Via	1:30 - 3:00 DHH Appt Via Phone	1:30 - 3:00 Counselor Annt Via	
3pm				2:00 - 3:00 Counselor Annt Via	2:00 - 3:00 Counselor Annt Via	2:00 - 3:00 DHH Appt Via Phone	2:00 - 3:00 Counselor Annt Via	
4pm								

If you prefer you can change how the appointments are displayed by clicking “switch to the list view:”.

# STUDENT ACCESSIBILITY SERVICES

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[TEST . log out](#)

[Schedule an appointment](#)
[Calendar](#)
[Help](#)

## Appointment Availability

[Switch to list view](#)

Show availability for: Via Phone and with whom: All

◀ today ▶
▼
📅
🔄 refresh

In Person  
Via Zoom  
Via Phone

### Mar 20 – 26, 2022

	Sun 3/20	Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26
11am							
12pm				12:00 - 1:30 DHH Appt Via Phone	12:00 - 1:30 DHH Appt Via Phone	12:00 - 1:30 DHH Appt Via Phone	
1pm				1:00 - 2:00 Counselor Annt Via	1:00 - 2:00 Counselor Annt Via	1:00 - 2:00 Counselor Annt Via	
2pm				1:30 - 3:00 DHH Appt Via Phone	1:30 - 3:00 DHH Appt Via Phone	1:30 - 3:00 DHH Appt Via Phone	
3pm				2:00 - 3:00 Counselor Annt Via	2:00 - 3:00 Counselor Annt Via	2:00 - 3:00 Counselor Annt Via	
4pm							

This will show all available appointments in a vertical stack. You can book an appointment using this page or can click “switch to calendar view” to return.

# STUDENT ACCESSIBILITY SERVICES

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## Appointment Availability

[Switch to calendar view](#)

Show availability for: Via Phone and with whom: All

◀ today ▶
March 23, 2022
📅
🔄 refresh

Title	With whom	Date	Time	Action
DHH Appt Via Phone	Judi Holmes	March 23rd, 2022 (Wednesday)	12:00 pm to 1:30 pm (2 hours)	<a href="#">Schedule appointment</a>
Counselor Appt Via Phone	Judi Holmes	March 23rd, 2022 (Wednesday)	12:00 pm to 1:00 pm (an hour)	<a href="#">Schedule appointment</a>
Counselor Appt Via Phone	Judi Holmes	March 23rd, 2022 (Wednesday)	1:00 pm to 2:00 pm (an hour)	<a href="#">Schedule appointment</a>
DHH Appt Via Phone	Judi Holmes	March 23rd, 2022 (Wednesday)	1:30 pm to 3:00 pm (2 hours)	<a href="#">Schedule appointment</a>
Counselor Appt Via Phone	Judi Holmes	March 23rd, 2022 (Wednesday)	2:00 pm to 3:00 pm (an hour)	<a href="#">Schedule appointment</a>



Then click directly on the appointment type and time you would like to book.

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STUDENT ACCESSIBILITY SERVICES

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Appointment Availability

Switch to list view

Show availability for: 

Via Phone

 and with whom: 

All

today

12:00 PM

refresh

Mar 20 – 26, 2022

	Sun 3/20	Mon 3/21	Tue 3/22	Judi Holmes Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26
11am							
12pm				12:00 - 1:30 DHH Appt Counselor Via Phone Annt Via	12:00 - 1:30 DHH Appt Counselor Via Phone Annt Via	12:00 - 1:30 DHH Appt Counselor Via Phone Annt Via	
1pm				1:00 - 2:00 Counselor Annt Via	1:00 - 2:00 Counselor Annt Via	1:00 - 2:00 Counselor Annt Via	
2pm				1:30 - 3:00 DHH Appt Counselor Via Phone Annt Via	1:30 - 3:00 DHH Appt Counselor Via Phone Annt Via	1:30 - 3:00 DHH Appt Counselor Via Phone Annt Via	
3pm				2:00 - 3:00 Counselor Annt Via	2:00 - 3:00 Counselor Annt Via	2:00 - 3:00 Counselor Annt Via	
4pm							

This will take you to the appointment confirmation page. Please review the details to ensure this is the appointment you actually want to book and click “confirm this booking” if it is correct.

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STUDENT ACCESSIBILITY SERVICES

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Please confirm your booking

Appointment details

Date:

Wednesday March 23, 2022

Time:

12:00 PM - 1:00 PM (1 hour)

Type:

Counselor Appt Via Phone


With whom:

Judi Holmes

Cancel

Confirm this booking

You will then be greeted by an appointment confirmation page. You can also see the appointment availability block disappear from the list.



# STUDENT ACCESSIBILITY SERVICES

[Main menu](#)TEST . log out

[Schedule an appointment](#)[Calendar](#)[Help](#)

✓ Your appointment was successfully booked. You will receive a confirmation email shortly.

**Appointment Availability**[Switch to list view](#)

Show availability for:  and with whom:

◀ today ▶

refresh

**Mar 20 – 26, 2022**

	Judi Holmes						
	Sun 3/20	Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26
8am							
9am							
10am							
11am							
12pm					12:00 - 1:00 Counselor Appt Via Phone	12:00 - 1:00 Counselor Appt Via Phone	
1pm				1:00 - 2:00 Counselor Appt Via Phone	1:00 - 2:00 Counselor Appt Via Phone	1:00 - 2:00 Counselor Appt Via Phone	
2pm				2:00 - 3:00 Counselor Appt Via Phone	2:00 - 3:00 Counselor Appt Via Phone	2:00 - 3:00 Counselor Appt Via Phone	
-							

You will also receive a confirmation email from the system which includes relevant details.

Hello TEST,

You have successfully scheduled an appointment with us:

Wednesday March 23, 2022 . 12:00 PM to 1:00 PM

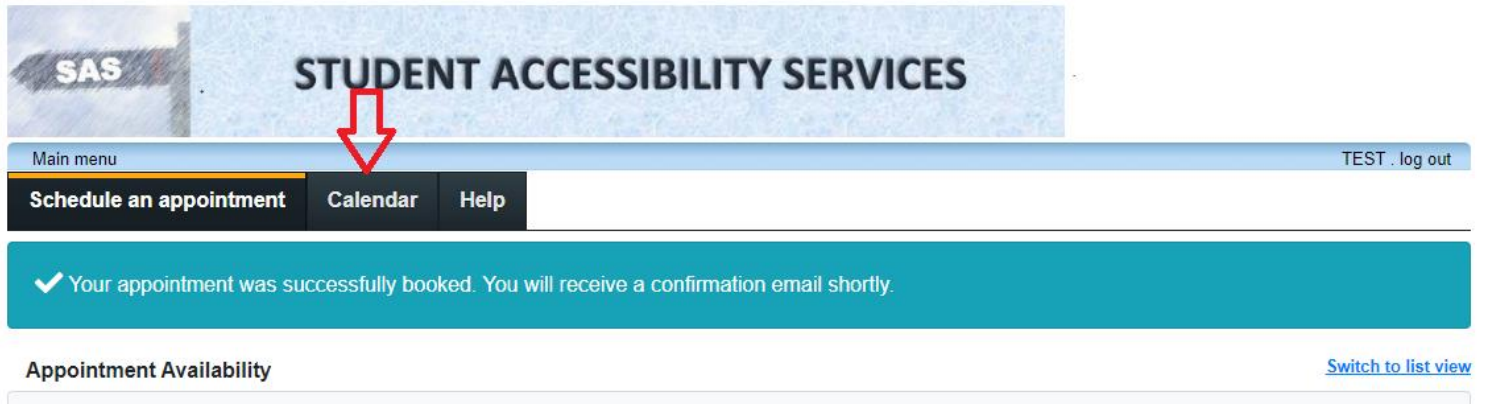
Please contact us if you have any questions, or need to cancel or reschedule your appointment.

Sincerely,

Student Accessibility Services (SAS)  
Cerritos College  
11110 Alondra Blvd.  
Norwalk, CA 90650  
(562) 860-2451 ext 2335  
[www.cerritos.edu/sas/](http://www.cerritos.edu/sas/)

## View/Cancel Upcoming Appointment

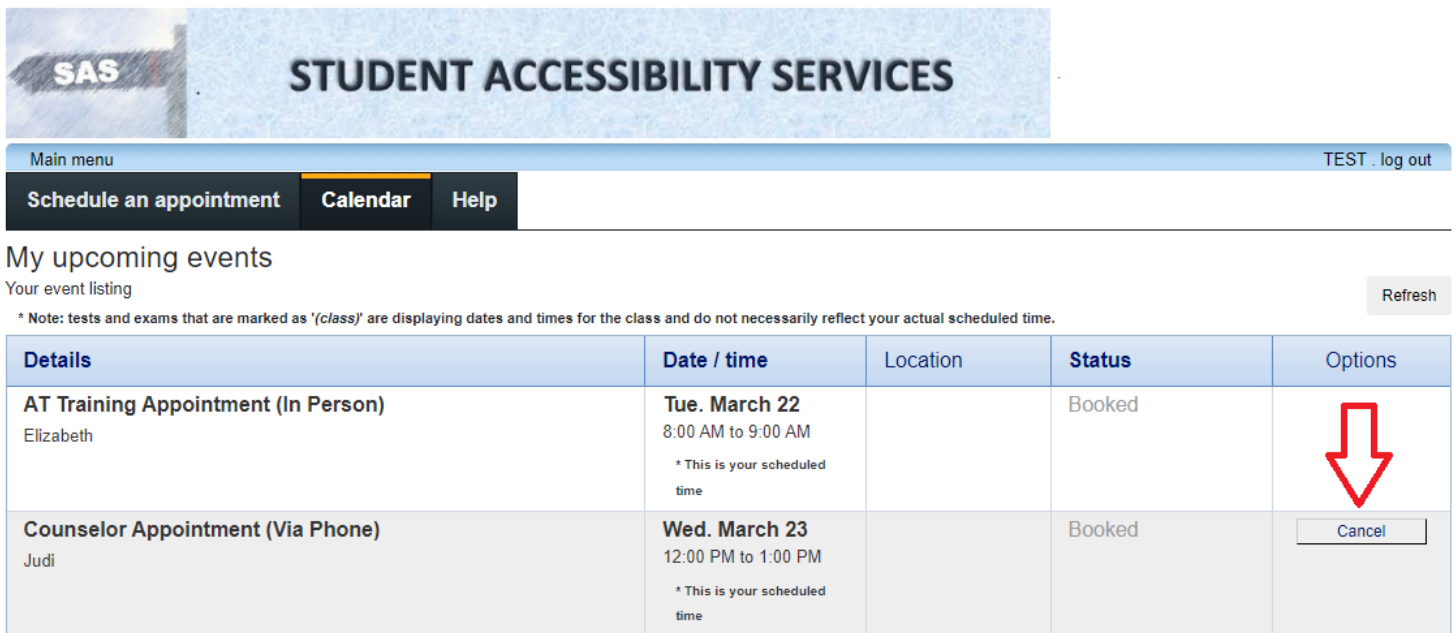
To review or cancel an upcoming appointment, click the “calendar” button in the menu from any page.



The screenshot shows the top of the SAS website. The header includes the SAS logo and the text 'STUDENT ACCESSIBILITY SERVICES'. Below this is a navigation bar with three buttons: 'Schedule an appointment', 'Calendar', and 'Help'. A red arrow points to the 'Calendar' button. To the right of the navigation bar, there is a link 'TEST . log out'. Below the navigation bar, there is a teal banner with a checkmark and the text 'Your appointment was successfully booked. You will receive a confirmation email shortly.' Below the banner, there is a section titled 'Appointment Availability' with a link 'Switch to list view' on the right.

This will show all your current and future appointment bookings. Please note that all appointments must be cancelled at least one day in advance. As you can see here, today’s appointment cannot be cancelled using this system. However, the appointment we just booked for tomorrow may still be cancelled here. For all cancellations that need to be made the same day, please contact the office over the phone.

To cancel the appointment, click on the corresponding cancel button.



The screenshot shows the 'My upcoming events' page. At the top, there is a navigation bar with 'Schedule an appointment', 'Calendar', and 'Help' buttons. Below the navigation bar, there is a section titled 'My upcoming events' with a sub-header 'Your event listing'. To the right of the sub-header is a 'Refresh' button. Below the sub-header, there is a table with the following data:

Details	Date / time	Location	Status	Options
<b>AT Training Appointment (In Person)</b> Elizabeth	<b>Tue. March 22</b> 8:00 AM to 9:00 AM <small>* This is your scheduled time</small>		Booked	
<b>Counselor Appointment (Via Phone)</b> Judi	<b>Wed. March 23</b> 12:00 PM to 1:00 PM <small>* This is your scheduled time</small>		Booked	<input type="button" value="Cancel"/>

The system will ask you to confirm that you want to cancel the appointment. Click “ok” to continue cancelling.



Are you sure you want to cancel this appointment? (this action cannot be un-done)

OK

Cancel

The page will indicate that the appointment has been successfully cancelled and you will see that the previously viewable appointment has disappeared from the page. You will also receive a confirmation email indicating that the appointment has been successfully cancelled. From here you may book another appointment using the previously shown steps or simply click “log out” when you are done using the system.

SAS

STUDENT ACCESSIBILITY SERVICES

Main menu

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Schedule an appointment

Calendar

Help

My upcoming events

Successfully cancelled the appointment.

Your event listing

\* Note: tests and exams that are marked as 'class' are displaying dates and times for the class and do not necessarily reflect your actual scheduled time.

Refresh

Details	Date / time	Location	Status	Options
AT Training Appointment (In Person) Elizabeth	Tue. March 22 8:00 AM to 9:00 AM  * This is your scheduled time		Booked	